DOCUMENT RESUME

ED 117 481 CE 006 137

AUTHOR Cleveland, Roma, Comp.

TITLE Springfield School District Youth Placement Service.

INSTITUTION Springfield Public Schools, Oreg.
SPONS AGENCY Office of Education (DHEW), Washington, D.C.
BUREAU NO 361174
GRANT OEG-0-73-5288
NOTE 35p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage
DESCRIPTORS Biographical Inventories; Check Lists; *Employment Interviews; Guides; Interests; Job Applicants; *Job Application; Job Placement; *Occupational Guidance; Post Secondary Education; Questionnaires; Secondary Education; *Self Evaluation; Young Adults; Youth; *Youth Employment

ABSTRACT

The job placement guide, designed to help individuals (high school or college students or graduates) find suitable employment, is presented in five sections. Each section contains items such as checklists, suggestions, and inventories which a student can use independently to improve his chances of finding a satisfactory job. The first section deals with self-evaluation and includes a personality inventory and a personal vocational questionnaire. The second section presents a job conditions checklist, suggestions for finding job information and job openings, and a brief description of placement services for guidance in job evaluation. Section three helps the individual prepare for a successful job interview. The details of writing a resume are presented in section four. The final section offers some suggestions for job success. Appended are personal data and resume forms, a sample resume, and an employer prospect list form. (MS)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED117481

Retrieval-Dissemination Center
Oregon Board of Education
942 Lancaster Drive N.E.
Salem, Oregon 97310
Phone: 378-3569

SPRINGFIELD SCHOOL DISTRICT
YOUTH PLACEMENT SERVICE

CE006137

Comprehensive Career Education Project
Springfield Public Schools
Project #361174
Grant #OEG-0-73-5288
Springfield School District #19

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

.....The Job Placement Service for Springfield will help you answer.....

WHO: to talk to for career information and job information...

WHAT: to wear and do at an interview for a job...

WHERE: to look for jobs that will match interests and abilities...

WHEN: to be confident and ask well prepared questions...

WHY: not get on the trail of a good job today?

To find the best job for yourself, you must first:

Learn about------ I. Self evaluation.....pp. 1, 2, 3, 4

II. Job evaluation.....pp. 5, 6, 7, 8, 9

III. Interviewing.....pp. 10, 11, 12, 13, 14

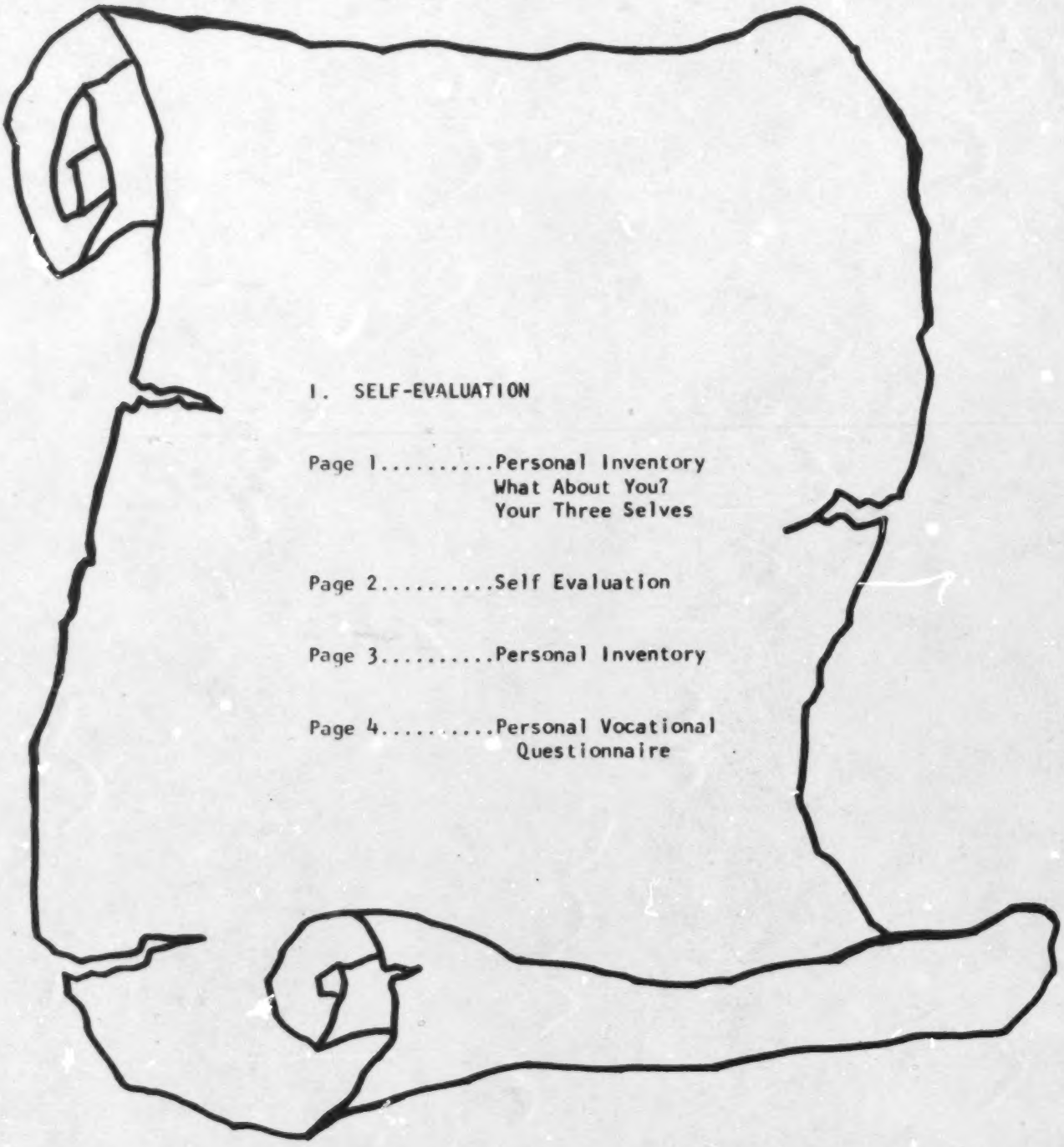
IV. Guide for preparing your resume.....pp. 15, 16, 17, 18

V. Job success.....pp. 19, 20

Appendix

And then do something for yourself in that direction. (Ready...set...GO!!!)

Compiled by:
Roma Cleveland, Employment Specialist
Exemplary Career Education Project



I. SELF-EVALUATION

Page 1.....Personal Inventory
What About You?
Your Three Selves

Page 2.....Self Evaluation

Page 3.....Personal Inventory

Page 4.....Personal Vocational
Questionnaire

PERSONAL INVENTORY

Knowing yourself is probably the most important step in looking for a job. Before you can adequately present yourself to a potential employer you must have an accurate assessment of your abilities and skills. To be successful, you must be able to tell him, in a positive manner, exactly what traits and talents you can offer his firm. By taking time now to evaluate your own attitudes, ambitions, interests and capabilities, you will be well-prepared when you meet a prospective employer to give him a concise resume of your qualifications.

WHAT ABOUT YOU?

1. What do you enjoy doing the most?
2. What do you dislike doing the most?
3. What have you been complemented on?
4. What do you feel you have accomplished in your life?
5. What specific skills can you list that you possess?
6. What jobs have you held?
7. What type of job would you like to have?
8. Why should you be given preference over someone else for a job?
9. What qualities of yours deserve special consideration?
10. What kind of reference will you get from a past employer?

YOUR THREE SELVES

(I). Physical Self
1. What does it enjoy? When does it turn off?
2. When does it perspire or become anxious?
3. When does it feel best? feel worst?
4. What drains it of its energy most?
5. What does it react positively to? Negatively?
6. How does it move? walk? sit? feel about heights? dark? noises? etc.

(Watch your body, observe its expressions, tensions, and energy.)

(II). Emotional Self
1. What brings fear to you? worry? pain? joy?
2. When are you confused?
3. When do you feel guilt most? How do you solve it?
4. What do you use to reduce tension?
5. When does talking upset you emotionally?
6. When do you feel insecure? What changes your mood?

(Become familiar with your emotions...how do they affect your body?)

(III). Intellectual Self
1. What is your self concept?
2. How do you make decisions?
3. Do you intellectualize problems?
4. Does the pattern of your thinking change when you are with others?
5. How do you mentally handle people?
6. How much do you think? Do you think before you speak?

(Listen to your thinking...does your thinking affect your emotional state?)

A SELF EVALUATOR

Physical

Do I get enough sleep to really keep fit?
Is my posture good? Do I walk as though I were alive?
Is my weight normal--my food well balanced?
Do I get a reasonable amount of exercise every day?
Do I overindulge in eating? Smoking? Intoxicants?

Mental

Is my mind alert, active, or is it lazy, indolent?
Does reason, or emotion control my decisions?
Is my mind open or closed to suggestions and opinions?
Have I a program for mental growth-study, good reading?
Are my friends a "drag" or an uplift to my thinking?

Social

Am I careful about my personal apperance?
Do I cooperate with others -- willing to play second fiddle?
Am I well mannered -- courteous, tolerant, impartial?
Do I have personal habits objectionable to my associates?
Am I a good citizen -- good neighbor -- good friend?

Financial

Do I buy intelligently and get real value for my money?
Am I inclined to spend beyond my income?
Do I contribute to some charity serving those less fortunate?
Am I continually carrying a load of debt and interest?
Do I have a regular plan or budget to guide my spending?

Business

Based on my daily performance, would I hire myself?
Do I seek responsibilities or run away from them?
Have I a definite program for improving myself on my job?
Am I trying to "know the business" - purpose, products, problems, etc?
Do I make suggestions of value to my company?

PERSONALITY INVENTORY

_____1. Is sociable	_____11. Is honest
_____2. Is courteous	_____12. Is dependable
_____3. Is cooperative	_____13. Is loyal
_____4. Speech is effective	_____14. Is intelligent
_____5. Has initiative	_____15. Has self-confidence
_____6. Is ambitious	_____16. Has good memory
_____7. Is tactful	_____17. Is adaptable
_____8. Is enthusiastic	_____18. Is economical
_____9. Is considerate	_____19. Uses good judgement
_____10. Is orderly	_____20. Has persistance & patience

(Can be rated by the student--giving from 1 to 5 points for each attribute.)

When a person is looking for employment, it is wise to spend some time looking at the maturity level he possesses and will therefore be able to offer an employer. General educational levels of compentency are important, as are skills and experience in related work. Think about your vocational maturity. How would you rate in the following areas?

a. Acceptance of responsibilities
b. Concern with choice, planning, daydreaming
c. Work experience and amount of occupational information
d. Knowledge of decision making principles
e. Self-estimated amount of career information
f. Definiteness of plans
g. Quality of potential resources
h. Quanity of used resources
i. Agreement of self-rated traits with preferred occupation
j. Implications for training in vocational preference area

Your vocational maturity should be discussed with someone else. Check the items above on your own and then work with a friend, a parent, a counselor, or someone else. Do you need more occupational information? Do you need to narrow your thinking down a little? Just where are you in your decision making trip? Remember...evaluate yourself realistically, and keep an open mind to the many opportunities and interests that are available. Try to stay somewhat flexible. Leave yourself some alternatives for the future.

PERSONAL VOCATIONAL QUESTIONNAIRE

1. Why do you want to work for this employer? What do you know about this company?

2. What kind of job do you want? What qualifications do you have for this kind of work?

3. What are your future vocational plans?_____

4. Are you looking for a permanent or temporary job?_____

_____

5. What kind of work did you do on your last job? Why did you leave that job?_____

_____

_____

6. What are your hobbies? How do you spend your spare time?_____

_____

_____

7. Are you a member of any service club or other organization? Have you ever been an officer in any of these organizations?_____

_____

_____

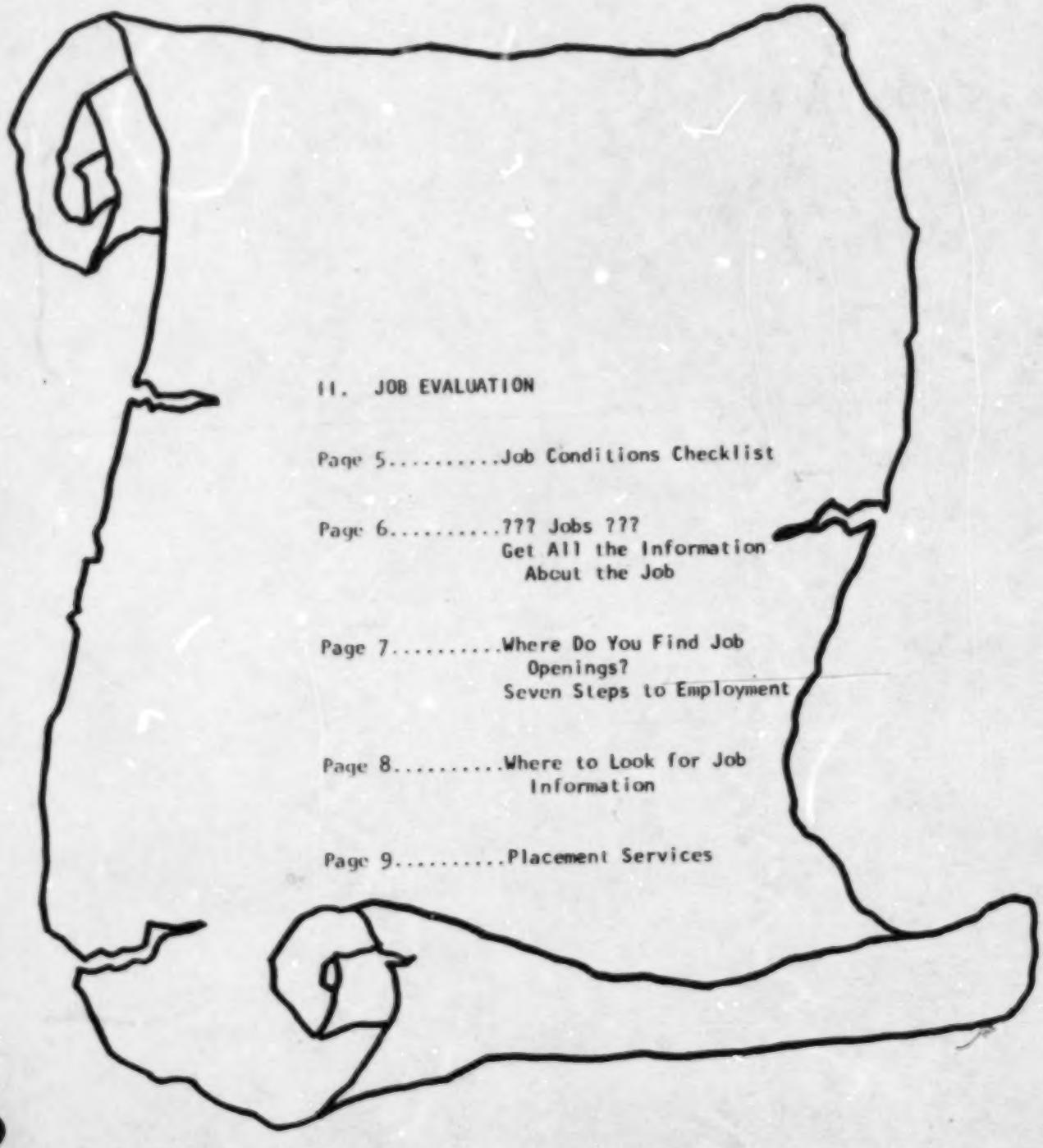
8. Did you ever hold a class or club office while in high school or college? What other school activities did you participate in? What did you do during your school vacations?_____

_____

_____

9. How much money do you hope to be earning in ten years?_____

10. How much salary do you expect?_____



II. JOB EVALUATION

Page 5.....Job Conditions Checklist

Page 6.....??? Jobs ???
Get All the Information
About the Job

Page 7.....Where Do You Find Job
Openings?
Seven Steps to Employment

Page 8.....Where to Look for Job
Information

Page 9.....Placement Services

JOB CONDITIONS CHECKLIST
(Thomas Hamilton Study as basis)

Place a number 1 if the item is not at all important to you and a number 2 if it is only of some importance to you. If the item is in the middle of importance to you, place a 3 by it, and if it is very important to you place a 4 or even 5 in the provided space.

1. A job that means I'm looked up to by other people ____
2. Interesting work ____
3. Easy work ____
4. Pleasant working conditions ____
5. A chance to do things my own way--make my own decisions ____
6. A good boss ____
7. A chance to be in charge of things ____
8. Medical insurance and life insurance paid by the company ____
9. Variety in the job--different kinds of work ____
10. A chance to be useful to society ____
11. A chance to see what I can do--how good I am ____
12. A good place to live ____
13. A good retirement plan ____
14. Good vacations ____
15. Short working hours ____
16. Steady work ____
17. A chance to direct or supervise others ____
18. Good pay ____
19. A chance to move up in the world ____
20. Good chances for promotion or advancement ____
21. Good people to work with ____
22. A job where you have to be good to handle it ____
23. A chance to work by myself without a lot of other people there ____
24. A chance to help other people ____
25. A chance to try other things and see how I like them ____
26. A chance to be outside part of the time ____

YOUTH CAREER ACTION PROGRAM -- San Jose, California

1. Vocational - Educational counseling beyond the initial interview.
2. Vocational testing: General aptitude Test Battery, Kuder, SRA, etc.
3. Provision of occupational and labor market information.
4. Basic education preparatory to job training facilities.
5. Referral to training facilities.
6. Referral to job placements.
7. Referral to other community agencies and services.
8. Guidance on admission to colleges and universities.

Placement information dissemination: through print, broadcast media and personal contact.

1. potential clients
2. agencies, organizations and schools
3. interested citizens and general public

??? JOBS ???

Examine your needs in these areas to help decide if you would enjoy the job.

1. Duties involved
2. Amount of travel
3. Pay & other financial benefits
4. Opportunity for advancement
5. Opportunity for recognition
6. Opportunity for service
7. Security of employment
8. Working conditions
9. Physical requirements
10. Personality & basic abilities

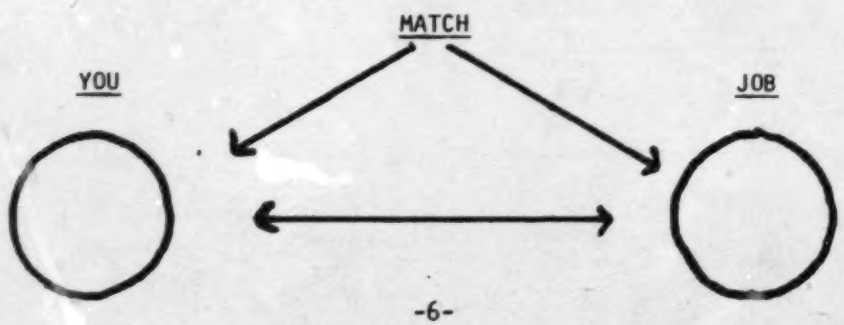
Research in the area of job satisfaction has revealed the most important factors that people report as influencing their feelings about their jobs. (The * in front of the factor in the list below indicates that it was very important to them.) Are you interested in finding a job with most of these factors? Or are your needs different?

1. Challenging assignment*
2. Recognition*
3. Relationship to supervisor
4. Relationship with co-workers
5. Technical supervision
6. Achievement *
7. Working conditions
8. Responsibility
9. Security
10. Work itself & work group *
11. Merit increases & benefits
12. Promotions*

Remember--YOU--must choose and decide what you want your occupation to be in the world of work. Parents, older brothers and sisters, friends, teachers, guidance counselors may offer you help and practical suggestions. These are only suggestions. It is your life they are talking about, and it is you with the most at stake. Your own personal decision will decide your future. It's an exciting time and maybe a little confusing. Take your time. Gather the facts. Accurate knowledge of what is usually expected of a worker in the career that you are interested in is of major importance, if you are to make a sound decision.

Discover your abilities and interests so that you can realistically choose an area of work that matches you. That's the whole program. MATCHING!! What were the things you liked in school, what classes did you do well in? Again, take your time. To be 'successful' in a job you must have the necessary abilities and skills and knowledge to carry out the responsibilities of the job. You may need more education--special training. Are you really interested in this field? Can you imagine yourself working in this field for maybe the next 30 years? Get all the information you can about yourself.

GET ALL THE INFORMATION YOU CAN ABOUT THE JOB OR JOBS THAT INTEREST YOU.



WHERE DO YOU FIND JOB OPENINGS?

1. Newspapers
2. Radio and Television
3. State Youth Employment Service
4. State Personnel Division
5. Public and Private Employment Agencies
6. U.S. Civil Service
7. Professional Associations
8. Large and small companies
9. Factories and businesses
10. Friends and acquaintances

AND NOW_____STEP RIGHT UP_____READY TO HELP YOU_____IT'S

A youth employment office for Springfield students who are interested in
permanent entry level jobs in this area. Information is available on the
market locally, on job openings, on how to go about looking for a job, an
to go about getting one!

SEVEN STEPS TO EMPLOYMENT

1. Job lead or actual job opening or maybe just hopeful interest.
2. Application form to be filled out or personal application.
3. Employment tests of some type may be required.
4. Personal initial interview for the position.
5. Investigation of qualifications and past work record--reference check
6. Selection of several applicants--second interview may be necessary.
7. Placement--final selection of one of 'best' applicants for the job.

WHERE TO LOOK FOR JOB INFORMATION

Occupational Outlook Handbook — This is a comprehensive source of job information. It has the FACTS. It's a 900 page reference book. Check through it carefully. It will be well worth your time. The latest volume describes some 800 different occupations and 30 major industries in very complete terms. It is a 'goldmine' of information--use it!

Occupational Information Access System — This questionnaire will help you sift through all the hundreds of job possibilities to a specific few that you may really have a special background for. Most schools (Lane Community College) have a CIS terminal for you to use in gathering more information about yourself.

State Employment Office — This is a good source of job information for job openings in the area as well as nationwide. They provide placement services and offer counseling and career counsultation. They also provide aptitude and proficiency testing. There is no fee charged for their services.

Newspapers, professional journals, and trade magazines — This is a good source of definite, specific openings, and can give you an idea of the type of jobs that are currently available. Information of job availability may help you to make a decision on the one you want to pursue. This would be especially true if you were unwilling to move out of the area. You must provide your own homework about the type of job, its characteristics, and how it would suit you.

Visitations to Job Sites — This actual 'on-the-spot' information gathering is very important. You can see first hand the many factors that make for job satisfaction, or maybe dissatisfaction. Ask questions, try to imagine yourself doing the tasks, and think about your abilities and interests as you watch.

"Future families are likely to consist of two-career, two-child, two-home families, planning their activities, alternating between city and country, between work and leisure." But, "work remains as the center, at least for the vast majority of the inhabitants of America today." What will your life center around? What line of work will you choose? Are you ready to choose?

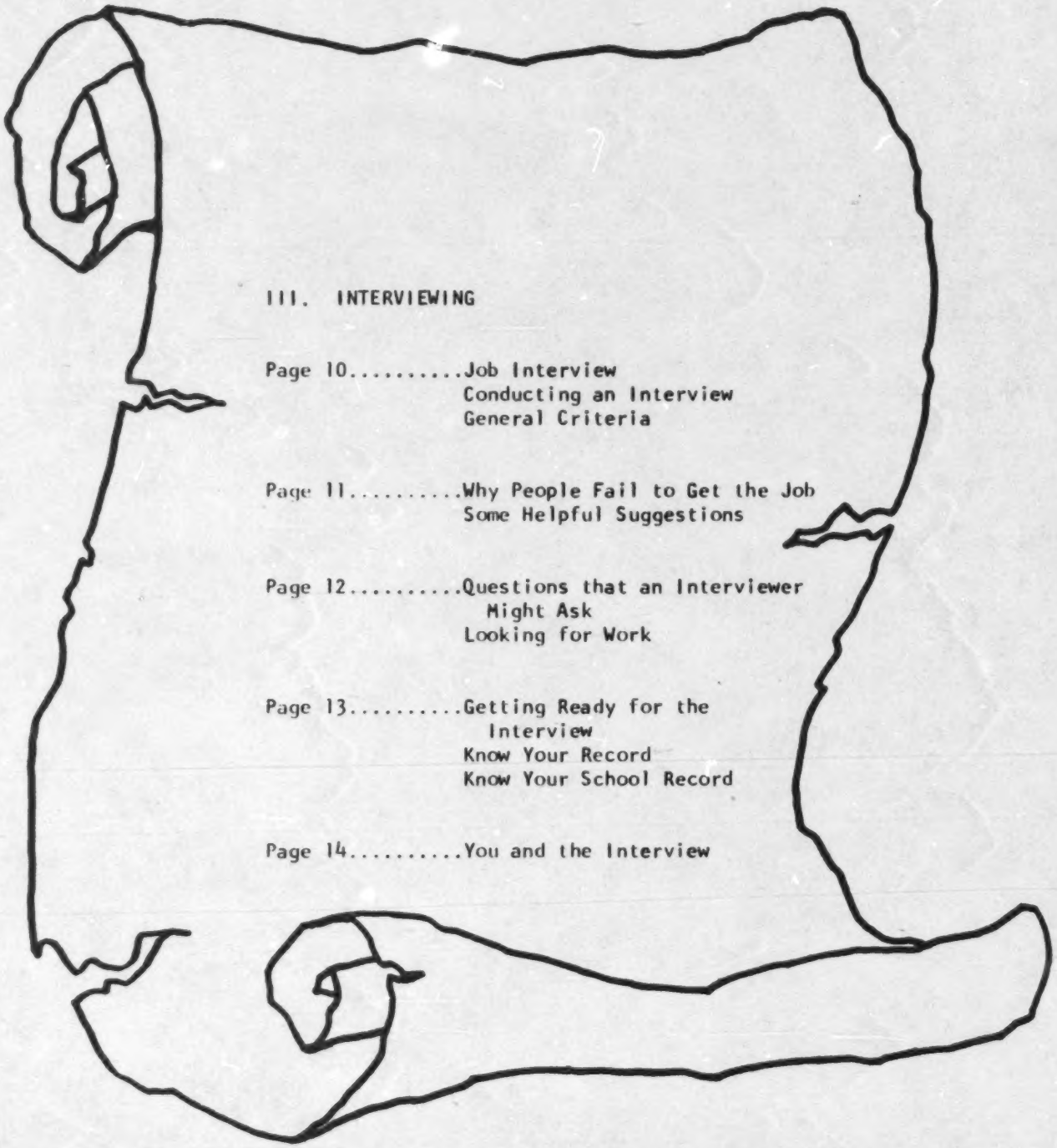
The schools are making an effort to prepare you for this important decision. Yet is is not an easy thing to do. Maybe you want some more facts and maybe you still have some questions. Questions about jobs and about yourself. The placement service is designed to help you in these areas. Where can you go for information about the job market locally? What is the average salary or hourly wage in a certain job that you are interested in? You can find out at the Placement Center.

PLACEMENT SERVICES

1. To increase student knowledge of employment opportunities and procedures.
2. To identify jobs available with local employers and refer students for jobs.
3. To counsel students who are having difficulties in adjusting to work, etc.

Obstacles that stand in the way between the average graduating (not-college-bound) student or the student that leaves school prior to graduation are many.

- --Little knowledge of available jobs
- --Limited contact with potenial employers
- --Little knowledge of employment obligations, requirements
- --Lack of job-application skills and interview behavior
- --Little actual work-training or experience
- --Little understanding of career opportunities versus "getting a job"



III. INTERVIEWING

Page 10.....Job Interview
Conducting an Interview
General Criteria

Page 11.....Why People Fail to Get the Job
Some Helpful Suggestions

Page 12.....Questions that an Interviewer Might Ask
Looking for Work

Page 13.....Getting Ready for the Interview
Know Your Record
Know Your School Record

Page 14.....You and the Interview

JOB INTERVIEW

Employers and the jobs they must find employees for are as different as you can possibly imagine. However, they almost all agree on two things when it comes to hiring. They judge an applicant on two main points. The first, strongest and most emphasized element was that of appearance. If you don't succeed on this step, you'll probably not move on to the next. Your appearance is thought to have several connotations--self respect, respect for the job, respect for the interviewer, and even may give some indication of your level of performance on the job. (ATTITUDE)
The second area of importance is qualification for the job. Here the way in which you fill out the job application and your experience from other jobs and school training will be very important. (ABILITY)

CONDUCTING AN INTERVIEW

Why do you need to inteview for a job?

What do you think the interviewer is going to ask you?

Why would he need such information?

What kinds of questions might you ask the interviewer?

General Criterion for Conducting an Interview:

--Be on time for an interview--or early--be rested and relaxed.
--Be well groomed for an interview, clean clothes, and not over-done.
--Answer all questions..honestly as possible...don't talk and talk.
--Ask a few well thought out questions--show an interest in the company.

WHY PEOPLE FAIL TO GET THE JOB THEY WANT

1. Their appearance is not suitable for the work they are seeking.
2. The wages they asked were unrealistic.
3. They lack sufficient training for the work.
4. They have an unbusinesslike attitude or behavior.
5. The questions they asked would give the impression they didn't want to work.
6. They show extreme nervousness.
7. They have an unfriendly manner.
8. They fail to show up for an interview at the appointed time.
9. They take another person with them when they are looking for a job.
10. They give the impression that they know-it-all.

HERE ARE SOME HELPFUL SUGGESTIONS:

1. Always apply for a specific job-- never say, "I'll take anything."
2. Should the employer mention other employment, be flexible and willing to consider it.
3. Present evident of your ability to do the work or to learn it quickly.
4. Have well thought-out reasons why you want to work for the company.
5. If the prospective job involves working with people, be able to discuss your ability to give and get cooperation.
6. Don't discuss your personal problems, such as overdue car payments, etc.
7. Keep your replies brief and businesslike, but friendly.
8. Let the employer bring up the subjects of wages, vacations, sick leave, etc.
9. Be polite and courteous. Even if you don't get the job, be sure to thank the employer for the interview.

QUESTIONS THAT AN INTERVIEWER MIGHT ASK (Think about how you would answer)

1. How old are you?
2. Any plans for marriage in the near future?
3. What are some of the things that interested you in this position?
4. Tell me a little bit about your last job.
5. Approximately how many people were employed there?
6. What subjects did you take in school?
7. What kind of grades did you earn?
8. Tell me something about your hobbies and interests.
9. How soon could you start to work if we did decide to hire you?
10. What would you consider a reasonable starting salary? Minimum?
11. Are you attending school right now?
12. How many hours of study time do you need? Class hours?
13. What is your transportation situation?
14. Have you ever been fired from any job?
15. What were your favorite courses in school?
16. Do you work well under pressure?
17. Do you like a challenge?
18. How do you feel about doing things you don't particularly like to do?
19. Do you think you would be satisfied with this job? How long?
20. Are there any questions that you would like to ask me?

LOOKING FOR WORK

BEFORE STARTING OUT TO LOOK FOR WORK:

Be sure:
1. Your appearance is the best that you can make it. (Be conservative, not flashy.)
2. Your hair and hands are neat and clean.
3. Your clothing is appropriate for the work for which you are applying.
4. You avoid advertising, political, or religious pins and badges.
5. You have a list of employers you intend to call on.

TIPS TO HELP YOU WITH AN INTERVIEW:

1. Arrive at your destination on time. This will help you to be calm and at ease.
2. Remain outside a private office until you are asked to enter. Do not show impatience.
3. Enter room in a quiet, confident manner. If the employer is busy, do not interrupt.
4. Remain standing until you are asked to be seated. Do not lean on anything.
5. Sit comfortably - do not slouch. Do not tap or drum fingers or feet.
6. Know why you want to work for the company.
7. Let the employer do most of the talking. Look at the person who is talking to you.
8. Smile now and then, and try to use the interviewers' name in the conversation.
9. Answer all questions clearly and truthfully - do not use slang.
10. Do not volunteer personal information, such as problems at home or debts.
11. Be sure that persons whose names you give as references are willing to support you.
12. Consider the following which might influence you in accepting or refusing work:
    A. The kind of work you are to do for this employer.
    B. Hours of work and wages.
    C. Possibilities for promotion.
13. Whether you got the job or not, thank the interviewer for their time and consideration.

BEST COPY AVAILABLE

GETTING READY FOR THE INTERVIEW

Have all factual information about yourself ready: Address, telephone number, social security number.

Have necessary papers ready: Licenses, health certificate, working papers, proof of age, union membership card, other records, such as military records.

Take a kit: Example--samples of work for artist or designer, outline of training and experience for professional jobs, copies of recommendations for personal service jobs.

Learn as much as you can beforehand about the firm to which you will apply.

Know why you want to work for this company. Learn about the kinds of jobs available and the kind of product or service offered. Find out what you can about the employer's personal perferences.

Avoid too fancy or too casual of clothes.

KNOW YOUR RECORD

Be able to give a continuous record of any jobs you have had, including vacation and part-time.

Know the names of previous employers and their kind of businesses.

Know the exact dates of employment.

Know the exact nature of the work you did.

Know the names of persons able to give information about your performance.

Know the reasons for giving up or losing your previous job.

Know which elements in your past jobs you like best, and why.

Look for any reasonable relationship between your past training or experience and potential jobs; do not dismiss similarities because they do not fit perfectly.

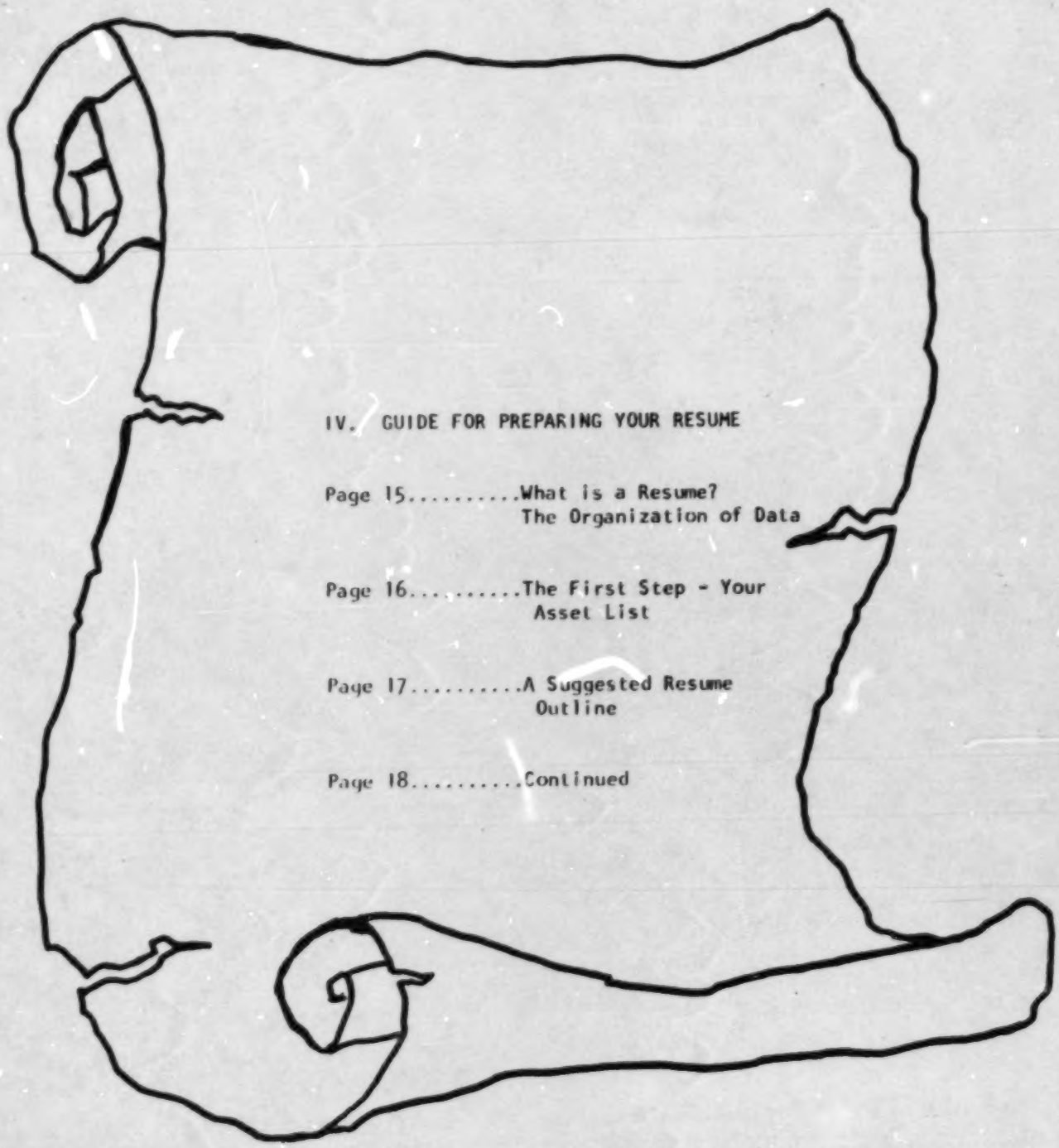
KNOW YOUR SCHOOL RECORD

Know the school you attended.

Be able to answer questions regarding your favorite subjects and why you liked them best.

Know the subjects and courses in which you got the best grades.

What school or college extracurricular activities did you participate in?



IV. GUIDE FOR PREPARING YOUR RESUME

Page 15.....What is a Resume?
The Organization of Data

Page 16.....The First Step - Your
Asset List

Page 17.....A Suggested Resume
Outline

Page 18.....Continued

YOU AND THE INTERVIEW--

What to do:

Stress your qualifications for the job and your interest in it.

Avoid mention of your personal, domestic, or financial problems. Discuss only matters related to the job.

Be businesslike and brief.

Give the information asked for. Let the employer take the lead in conversation.

Pick up clues given you by the employer's questions or statements and use them to convince him that you fit his requirements.

Have your papers arranged for easy reference; The identification data, summary of work experience, references, etc.

It is usually better to ask for specific types of jobs rather than say, "I'll take anything." Be flexible and willing, but indicate preferences.

Have a definite understanding as to what is to be required of you before you are hired. This will avoid disappointment for you and your employer.

Be realistic in discussing wages.

Keep up your courage is the employer doesn't take you. You may not get the first job you seek.

INDIVIDUAL DIFFERENCES

I. What is an impression?
   - A. How does it limit us personally?
   - B. How do we judge others?
   - C. How do we perceive our self-image?
   - D. How long and what difficulties can result from existing on-the-job impressions?

II. Impressions of physical differences
   - A. How do we compare?
   - B. Stereotyping
   - C. Fear of anything different from ourselves

III. Impressions of others' life styles
   - A. Classify
   - B. Judge
   - C. Accept/reject

What are alternatives to these actions?

How can we as individuals keep from misusing our knowledge and learn to <u>live</u>?

A GUIDE FOR PREPARING YOUR RESUME

1. What is a Resume?

It is an inventory for submittal to an employer. It tells what you have to offer a particular employer for a particular type of position.
It is a job-hunting tool, a personal cataloging of your job qualifications. It "gets you on paper", briefly and accurately, for the prospective employer to see.
Its principal function is to secure for you an interview with an employer by interesting him in your abilities. It does this by presenting, attractively and systematically:

WHO YOU ARE
WHAT YOU KNOW
WHAT YOU HAVE DONE
WHAT KIND OF WORK YOU WANT
WHY YOU SHOULD BE HIRED

What kind of a job am I seeking?
What kind of firm may have openings in my kind of job?
Which parts of my training and experience relate to the job I am seeking? Which parts, if any shall I minimize?
Which of the details in "Personal Characterisitics" should I include in my final resume?
Which details will help me get an interview for the type of work I want, in the kind of firm or industry I prefer?

2. The Organization of Data

There is no one best way to organize a resume. The best format for you is one which highlights your job capacity in terms of the type of job you are seeking. In general, however, most resumes are arranged in one of two ways:

I. BY WORK EXPERIENCE--

Start with your current or most recent job and, proceeding in inverse chronological order, give the employer, type of firm and work performed for each job you have held.

II. BY FUNCTION OR SPECIALIZATION

Start with the most relevant function you perform (relevant from the prospective employer's point of view) and continue with other functions, in the order of their pertinence. Describe how each function was performed and the scope of your responsibility. Give specific illustrations of your skills and knowledges, and any outstanding results achieved. The functional method is particularly effective in those occupations where the work is varied, or there are frequent changes of assignment, such as public relations, construction engineering, and free-lance commercial art.

Brevity

Remember that your resume will usually go to a Personnel or Employment Manager, who must read many resumes every day. So--organize your resume, keep it as brief as possible but still tell your story adequately and accurately. If possible, limit your resume to a single sheet.

Keep it brief and specific. If your resume passes the Personnel Department's screening, it will often be reviewed by a second interested individual, usually from the work area for which you are best qualified. For example, the resume of an engineering applicant who seems to have the desired experience or potential will likely be reviewed by the engineer responsible for supervising a certain technical area; therefore, the resume must contain specific information to enable that engineer to decide if further consideration is warranted.

3. The First Step - Your Asset List

The first step in preparing the resume is to total the score--to prepare a list of your "job assets" under these headings:

WORK HISTORY
EDUCATION
PERSONAL CHARACTERISTICS
RESOURCES

This list will become the raw material you will use in developing your basic resume, so evaluate yourself realistically, and in terms of the job you are seeking. Try to put yourself in the place of the employer. In his place, what would you want to know?

WORK HISTORY (An example)

List all your employment. Ask yourself the following questions about each job:

What was my job title?
What were the details of my job duties?
Why was I hired for the job?
What did I like about the job? Why?
What did I dislike about the job? Why?

What part of the job did I do best? Why?
What part least well? Why?
What experience did I gain that I can apply to another job?
What special skills or talents did I develop on the job?
How long did I work on the job?
Why did I leave the job?
What references can I obtain, if necessary?
What personality factors helped make me successful on the job?

4. A Suggested Resume Outline

I. HEADING

The following identifying information should always precede all other data:

Name_____
Address_____
Telephone number_____

II. OCCUPATIONAL INTEREST AND GOAL

This is your job objective. Specify the kind of job or field of work you want. If your background qualifies you for several jobs, list them in the order of your preference. For example:

Airport Engineer
Highway Engineer

You may elaborate briefly on your goal at the beginning of the resume, or in your covering letter.

III. WORK HISTORY

Organize this section of your resume as suggested below, either under A (by job) or under B (by function), whichever highlights your work experience better.

By Job (An example)

1. List your jobs in inverse chronological order.

Dates of employment
Employer, address, nature of business
Name and title of supervisor
Position you held
Salary (Optional)

2. Describe each job:

a. Job Duties--Tasks performed, emphasizing those requiring the highest degree of skill and judgment. Indicate specialization and any duties beyond your regular assignment. Include any special tools, instruments or equipment used and the degree of skill involved.

b. Scope of Responsibility--Tell how many persons you supervised, if you held a supervisory post, and to whom you were responsible.

c. Accomplishments--Outline any outstanding results achieved. If possible, give concrete facts and figures, rather than generalities.

IV. MILITARY EXPERIENCE

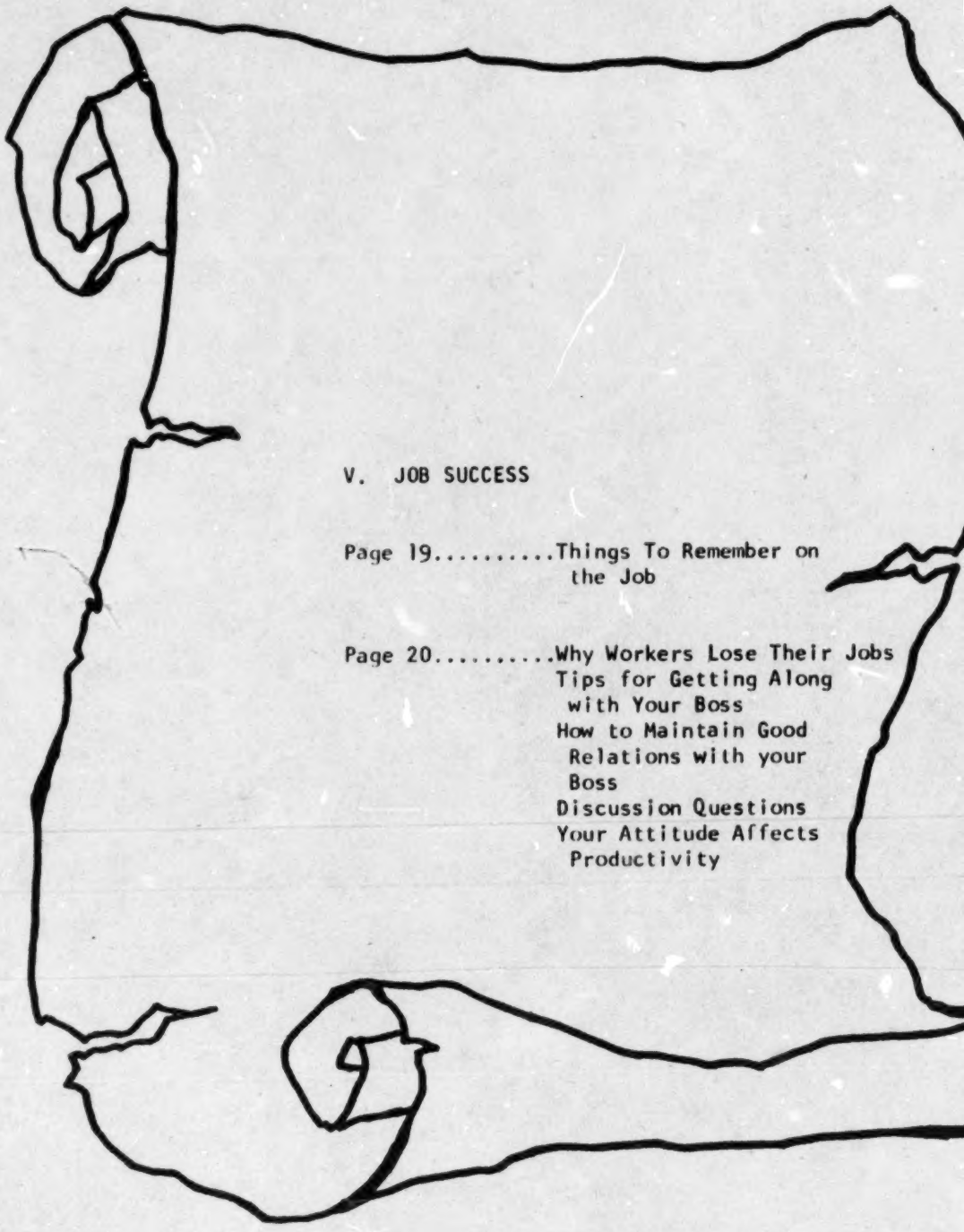
Branch of service.
Length of service.
Duties performed.
Draft classification (optional).

V. EDUCATION

1. High School (do not include if you have had substantial post-high school education or training).
2. College - Major subject, degree, and date received.
3. Graduate School - Major subject, degree and date received.
4. Other Education and Training.
5. Professional Certificates or Licenses.
6. Courses directly related to your occupational choice (list in detail if your work experience is limited).
7. Intership.
8. Scholarships and honors.
9. Extracurricular activity.

VI. PERSONAL DATA

1. Date of Birth (optional).
2. Marital Status and Dependents.
3. Height and weight.
4. Hobbies and Awards (optional).
5. Special skills-language, typing, stenography, etc.



V. JOB SUCCESS

Page 19.....Things To Remember on the Job

Page 20.....Why Workers Lose Their Jobs
Tips for Getting Along with Your Boss
How to Maintain Good Relations with your Boss
Discussion Questions
Your Attitude Affects Productivity

THINGS TO REMEMBER ON THE JOB:

1. Be ahead of time and try to make a good first impression. First impressions are made almost entirely on appearance.
2. Listen to all instructions carefully, learn what is expected of you and do it.
3. Be friendly to all fellow employees, but do not talk too much about yourself.
4. Watch fellow employees' ways of doing things, but don't repeat their mistakes.
5. Observe people's reactions to your way of doing things.
6. Don't try to grasp everything at once; proceed slowly but thoroughly.
7. When you make a mistake, report it to the one in charge and learn how to do it right.
8. Don't watch the clock.
9. Learn the location of main departments as best you can.
10. Learn the organization rules and regulations.
11. Be prompt in returning after rest periods and lunch.
12. Don't become discouraged after the first week. Continue to be alert and enthusiastic about your work.
13. Don't forget to smile.
14. Don't be in a hurry to leave at the end of the day.

WHY WORKERS LOSE THEIR JOBS

Repeated studies show that more workers lose their jobs due to poor character qualities than to lack of skill. Some of the qualities found most objectionable are:

Carelessness
Unwillingness to follow rules
Laziness
Absence or tardiness without cause
Too much attention to outside interests
Troublemaking
Lack of initiative
Too little or too much ambition
Disloyalty
Irresponsibility
Lack of adaptability
Misrepresentation

TIPS FOR GETTING ALONG WITH YOUR BOSS

1. Make the boss look good.
2. Expect some rough days.
3. Don't nurse small gripes.
4. Time your approaches to the boss.
5. Never exclude or go over him. Follow the chain of command.
6. Don't fear him.
7. Don't "buddy" him.
8. Admit you're wrong and apologize when you make mistakes.

HOW TO MAINTAIN GOOD RELATIONS ON THE JOB

1. Listening to others and really giving their viewpoints a fair consideration. Look at the person talking. Make notes where necessary.

2. Do not underestimate the ability or efforts of others, especially management. You are <u>really</u> not in a position to judge others.

3. Report your mistakes and admit when you're wrong. This builds trust and indicates responsibility.

DISCUSSION QUESTIONS

1. What can your boss do for you?
2. What is a probationary period?
3. How can you make a good first impression?
4. How should one dress for work?
5. How can one maintain a good impression on the job?

YOUR ATTITUDE AFFECTS PRODUCTIVITY

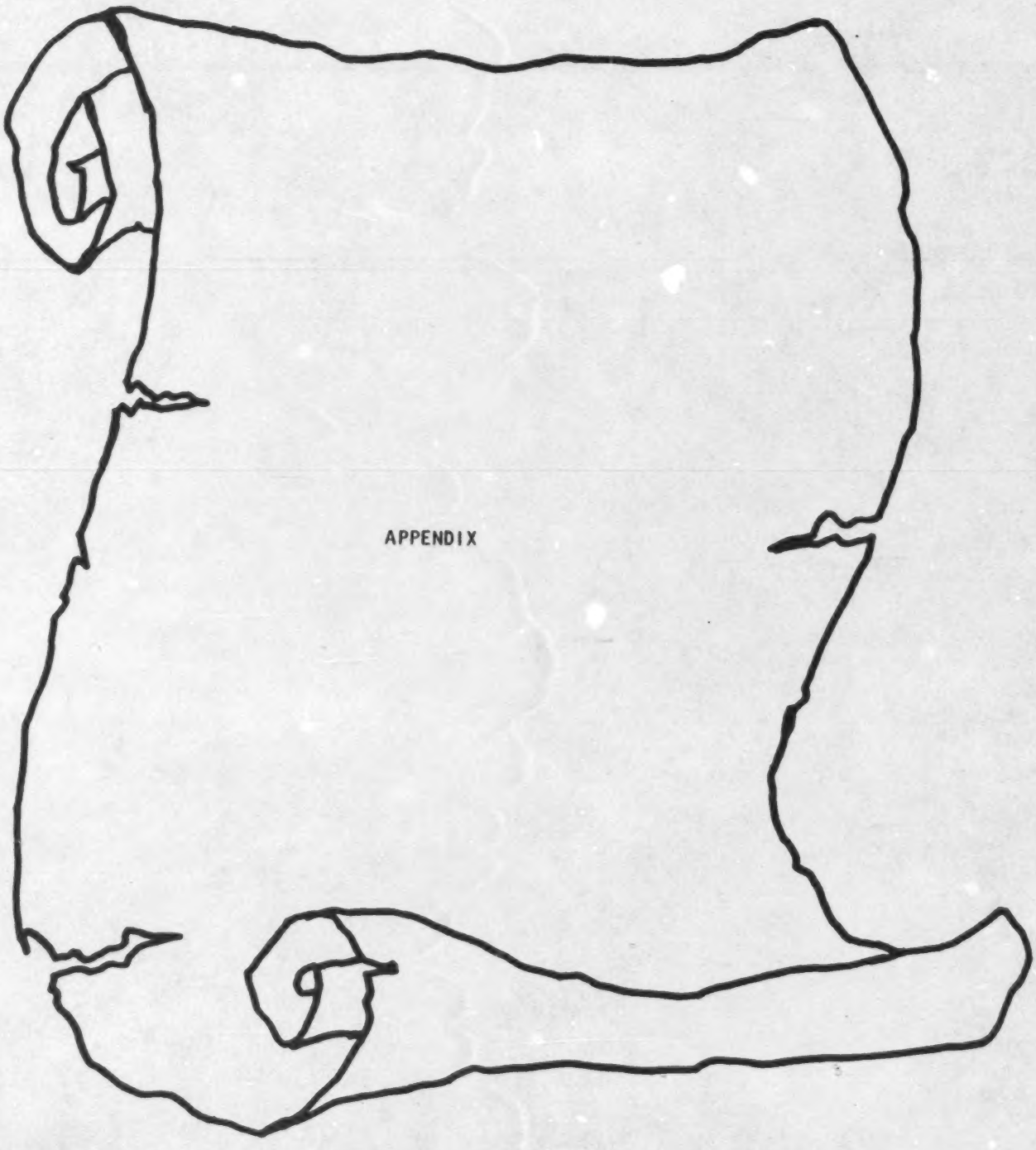
1. What does <u>human relations</u> mean?

2. Why are they important?

3. What happens when you quarrel with a fellow employee or a boss?

4. How can you change a negative relationship into a positive one?

5. What do you get out of your efforts to build good relationships?



APPENDIX

PERSONAL DATA SHEET

Name: _____ Age: _____ GPA: _____

Address: _____

Phone: _____ Birthdate: _____

Social Security Number _____ Sex: _____

Marital Status: _____ Health: _____

Educational background, degrees, certificates, etc.: _____

_____

_____

Special Skills and Aptitudes: _____

_____

_____

_____

Community Activities: _____

_____

_____

Previous Employment: _____

_____

_____

_____

References:

INFORMATION FOR RESUME

Name _____ Telephone _____

Address _____

City and State _____

EMPLOYMENT OBJECTIVE (Indicate kind of job you desire)

_____

_____

_____

WORK HISTORY (Start with most recent job and work back)

Name of Company _____

Immediate Supervisor's Name _____

Dates:

From _____ Address _____

To _____ Job Title _____

Duties (Describe in detail the work you did)

_____

_____

_____

_____

_____

_____

Name of Company _____

Immediate Supervisor's Name _____

Dates:

From _____ Address _____

To _____ Job Title _____

Duties (Describe in detail the work you did)

_____

_____

_____

_____

_____

_____

(Attach additional pages for other significant jobs.)

EDUCATION: High School Graduation? Yes ( ) year____, No ( ) yrs. attended __

(List all other education, such as Business School, College - major subject, degree, date received - special courses related to work choice, professional certificates or licenses, scholarships, and honors.)

_____

_____

_____

_____

PERSONAL DATA

Date of Birth _____ Height _____ Weight _____

Marital Status _____ Number of Dependents _____

HOBBIES

_____

_____

REFERENCES (Give name and address where each can be contacted)

1. _____

_____

2. _____

_____

3. _____

_____

SAMPLE RESUME

Melvin A. Smart
1111 S. W. Corbett Avenue
Portland, Oregon 97201

Telephone: 222-2666

With my degree in Auto Mechanics and my ability to work efficiently and communicate well, I feel I would be a permanent asset to your company.

EDUCATION:

1967
to
1971

Portland Community College
12000 S. W. 49th Avenue
Portland, Oregon 97219

Major: Automotive Technology

Degree: Associate of Applied Science
Automotive Technology

Classes Emphasized: Engine Repair, Automatic Transmission, Braking Systems

1965
to
1969

Jefferson High School
Portland, Oregon

Graduated: June, 1969

WORK EXPERIENCE:

Aug. 1969
to
Present

Rub-A-Dub Car Wash
0002 N. E. 76th Avenue
Portland, Oregon

Position: Assistant Manager

Responsibilities: I cleaned the building, took inventory, handled the money, locked up and supervised when the manager was gone.

Reference: Mr. LeRoy Heal

Summers
1966
to
1969

Birds-Beak Cannery
5227 N. Brice Drive
Portland, Oregon

Position: Sorter

Responsibilities: I sorted beans on the 11-7 shift. At times I worked up to 55 hours per week.

Reference: Miss Zelda Beet

ACCOMPLISHMENTS: (OPTIONAL)
I earned all my expenses for college.
I won Third Place in the 1969 Auto Show for totally rebuilding a 1946 DeSoto.

SKILLS:

INTERESTS:
I enjoy rebuilding cars, motorcycle hill climbing, reading fiction, jogging.

PERSONAL DATA:
Height: 5' 11"
Weight: 160 lbs.
Health: Good
Marital Status: Single
Military Classification: 1-H
Soc. Sec. Number: 340-765-0009

REFERENCES:

Mr. Roland Andrick -- Instructor 244-6111
Portland Community College
12000 S. W. 49th Avenue
Portland, Oregon 97219

Mr. Phillip Tomlin -- Neighbor 223-4000
1113 S. W. Corbett Avenue
Portland, Oregon 97201

Mrs. Ernestine Rino -- English Teacher 229-3420
3471 N. E. 45th Court
Portland, Oregon 97222

PROSPECT LIST

me of Firm dress ne Number	Person to Contact	Date	Remarks